

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
Tues., May 12, 2009
9:00 a.m.**

ITEM

1. Citizen Comments

2. Reports from the County Administrator & Staff:
 - a. Collection Staff Activity:
 1. Adjustments
 2. Inmate Availability Report
 3. Balance Due & Lien Report
 4. Work Order Count
 5. Drop Site Total & County Landfill Tonnage Report

 - b. Action Items:
 1. Minutes of Previous Meetings
 2. Accounts Payable
 3. FY 10 Budget
 4. Bad Debt Write-off

 - c. Informational Items:
 1. Personnel Changes
 2. Financial Report
 3. Utility Projects
 4. State Code Allowing for Local Franchise
 5. Infrastructure Corporation of American v. The County of Pulaski and Samuel Ryan
 6. Commerce Park – Preliminary Engineering Report
 7. Central Utilities Loan Closing
 8. Stroop Water Damage
 9. Additional Drop Sites
 10. Brush Pickups
 11. Swine Flu Response

 - d. Current Authorized Projects & Items Under Review:
 1. Public Water & Sewer Service to Mobile Home Parks (*preparing contract documents for submittal to Rural Development for approval to issue Notice to Proceed*)
 2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (*Bids on hold pending approval of required documents*)
 3. Water Treatment Plant Dispersion Wall construction (*Completion expected 60 days*)
 4. Water Treatment Plant Raw Water Intake Access Road (*Completed*)
(Delete item d4)

3. Other Matters
4. Tour of Facilities
5. Adjournment

May 6, 2009

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Report Regarding Agenda Items

Reports from County Administrator and Staff:

Note: *I have been asked to attend an Extension Service meeting in Charlottesville related to an advocacy award and will not be able to be at the May 12 PSA meeting. I have asked Robert Hiss to stand in for me and hope you will give me a call prior to the meeting if you have questions or concerns regarding the following agenda items.*

a. Collection Staff Activity:

1. Adjustments - Adjustments totaling a net \$5,976.99- are submitted as described on the ***enclosed*** report.
2. Inmate Availability Report – Staff reports the PSA generally had use of two inmates per day for the month of April
3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
4. Work Order Count – Pickups pending: 2 brush; 0 large item; 0 tires; 0 refrigerator.
5. Drop Site Total & County Landfill Tonnage Report

**DROP SITE TOTAL
FOR THE MONTH OF APRIL 2009**

Site	Trips	Tons	Tons per haul
Dora Highway	40	98.03	2.45
Dublin	49	149.09	3.05
Fairlawn	6	33.49	5.59
Totals	95	280.61	2.96

COUNTY LANDFILL TONNAGE
(COUNTY CUSTOMERS & REFUSE DEPARTMENT HAULERS)
(FOR THE MONTH OF APRIL 2009)

Commerical	Residential	Tires	Brush
1,073.83	1,022.18	845	80.55

b. Action Items:

1. Minutes of Previous Meeting – ***Enclosed*** are the minutes of the April, 2009 meeting for your review and approval. Please let Gena know prior to the meeting of any changes so that revised copies of the minutes can be provided at the meeting.
2. Accounts Payable – Review and approval of the ***enclosed*** accounts payable is requested. I was contacted by Grayson County regarding their interest in removing garbage service from the county's tax billing. In considering their interest with that of the PSA in moving toward inclusion of PSA garbage billings as a line item in the real estate tax charges, I would suggest jointly working with Grayson County in requesting a change in the state enabling legislation to allow localities to include garbage and sewer billings as part of the real estate tax. Grayson County representatives may be interested in meeting with the PSA Board and staff regarding these and other operational issues related to the operation of a rural refuse collection system.
3. Budget - We have not received any comments or suggestions regarding the proposed budget and would appreciate suggestions prior to the meeting so that we can research any concerns you may have regarding the budget. ***Enclosed*** is an updated draft of the budget document.
4. Bad Debt Write-Off – As a follow-up to the last meeting, Brenda Sayers has prepared the ***enclosed*** listing of accounts which we do not expect to be able to collect. We recommend these amounts be written-off as uncollectible. However, we maintain this listing of accounts and continue to seek collection should a delinquent customer seek PSA services in the future.

c. Informational Items:

1. Personnel Changes – There have been no personnel changes in the past month.
2. Financial Report - A copy of the monthly financial report for the PSA is ***enclosed***.

3. Utility Projects - There are no updates at this time.
4. State Code Allowing for Local Franchise - As requested by the Board at the April meeting, ***enclosed*** is a copy of the State Code allowing for and encouraging restriction on competition for garbage collection services.
5. Infrastructure Corporation of American v. The County of Pulaski and Samuel Ryan - ***Enclosed*** are documents related to a potential suit involving PSA employee Samuel Ryan as a result of the damage to the I-81 bridge. The insurance company (VACorp) is questioning the billings by VDOT and Infrastructure Corporation of America. We have been keeping VACorp apprised of the situation since they would also be responsible for defending the PSA in this likely suit. As of this writing, our insurer was discussing the matter with the ICA attorney.
6. Commerce Park Preliminary Engineering Report - ***Enclosed*** is a copy of the Table of Contents and Executive Summary from the Preliminary Engineering Report for the New River Valley Commerce Park, as prepared by Draper Aden Associates. Please let Gena know if you would like a copy of the full report.
7. Central Utilities Loan Closing – A loan closing for the Central Utilities project providing water and sewer service to the Lee Highway, Mabry, Tiny Town, Hidden Valley and Polyester mobile home parks is scheduled for closing on Monday, May 11. If all goes well, Mr. Coake may be able to provide a report on the status of the closing.
8. Stroop Water Damage – No further information has been received regarding this matter. Robert Hiss discussed the matter briefly with Tom McCarthy and it was their consensus that the homeowner's insurance should provide primary coverage regarding this damage.
9. Additional Drop Sites – The Forest Service is having a difficult time with dumping in the area between Wythe and Pulaski counties. They are offering property on which to locate additional sites. I would recommend increasing the hours of operation at existing sites and would not recommend placement of drop centers in the National Forest. However, I feel obliged to pass on their request to you. At the meeting, Ronnie Nichols can describe the areas where dumping is a problem for the Forest Service.
10. Brush Pick-ups – I am proud to report that Alfred Woodyard and the refuse department staff have successfully taken up the challenge of getting all special pick-ups done within the week. Spring has always been a challenging time for the department in keeping up with requests and I would like to commend the special effort being made by the department this year. If you see a pile of brush not being picked up, there is a fair chance that the homeowner did not call it in and assumed it would be picked up automatically.

11. Swine Flu Response – The PSA operates water, sewer and refuse collection functions all of which are critical functions. Bobby Clark, Emergency Management Coordinator and the Leadership Team are putting a plan in place for structural adjustments should the flu or other emergency conditions (such as flooding) affect operations. While, we do not believe the swine flu will become a significant event, we are using this opportunity to ensure property preparations are in place to provide for continuity of operations.

d. Current Authorized Projects & Items Under Review:

1. Public Water & Sewer Service to Mobile Home Parks (engineering underway)
2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (engineering underway)
3. Water Treatment Plant dispersion wall construction
4. Water Treatment Plant raw water intake access road

Tour of PSA Facilities - As a continuation of the tour of PSA facilities, we have arranged a tour of the Fairlawn Drop Center, the Route 114 bridges and the Pepper's Ferry Regional Wastewater Treatment Plant. The tour schedule would then be completed with a visit to the Commerce Park, Cloyd's Mountain landfill and the NRRRA landfill in conjunction with the June Board meeting.

PMH/gh